

#### CALL TO ORDER

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Donna Albers, Monica Butler, Pat Jenkins and Daren Jones.

#### PUBLIC COMMENT

There was no public comment.

#### CONSENT AGENDA

1. Approval of Minutes of the October 11, 2017, Regular Meeting
2. October 2017 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3784 dated 10/1/17-10/31/17 in the amount of \$946.30
  - b. Payroll Disbursement Voucher dated 10/6/17 in the amount of \$961,300.66
  - c. Payroll Disbursement Voucher dated 10/13/17 in the amount of \$10,184.65
  - d. Payroll Disbursement Voucher dated 10/21/17 in the amount of \$748,348.99
  - e. Accounts Payable Warrants 628132-628255 dated 10/1/17-10/31/17 in the amount of \$939,593.28
3. *Resolution 2017-10: To Declare Furnishings and Equipment Surplus to Public Service Needs*

*Ms. Albers moved for approval of the consent agenda. Mr. Jenkins seconded the motion and it was passed.*

#### BOARD REPORTS

Ms. Albers shared a photo of her daughter at the Temecula library.  
Mr. Jones reported the Orting school bond appeared as though it would not be passing.  
Ms. Lomax noted the Kitsap Library levy passed.

#### ROUTINE REPORTS

**Dashboard** – Ms. Lomax said work continues on developing new metrics for 2018. Deputy Director Melinda Chesbro said the Library's downloadable use is slightly higher than comparable libraries.

**September 2017 Financial Report** – Ms. Morey gave an overview of significant items on the report. She said a correction to the long-term disability amount was corrected for 2018. Ms. Chesbro noted overtime expenses are higher mainly due to meeting room after-hour use and maintenance staff returning to lock and arm facilities when customers who reserve the rooms forget to do so. The library is evaluating options to eliminate these occurrences.

**Executive Director Report** – Ms. Lomax said Facilities Director Lorie Erickson will be retiring in December after 10 years with the Library. The Board thanked Ms. Erickson for her service and professionalism.

Ms. Chesbro introduced new Branch Managers Alice Darnton and Tim Sage who will lead the South Hill and Parkland/Spanaway Libraries, respectively. Ms. Chesbro thanked Customer Experience Managers Judy Nelson and Kayce Austin for covering the duties at those branches during the vacancies.

Ms. Lomax reported the Library entered into a Purchase and Sale Agreement on the Key Peninsula property. Feasibility studies are underway.

Foundation Director Deal Carrell reported on a fundraising campaign currently underway to encourage staff to donate to the Foundation. He encouraged the Board to consider making a commitment to the Foundation for 2018.

## UNFINISHED BUSINESS

### **2018 Budget and Work Plan: First Reading and Discussion**

#### Draft Operating Budget

Ms. Chesbro shared the list of proposed projects on the 2018 Work Plan. The Leadership Team will be chartering projects next month.

Finance and Business Operations Director Clifford Jo gave an overview of the budget documents. He noted the Foundation's fiscal year change had an impact on 2017 revenue and has increased its commitment for 2018 to \$350,000.

The materials budget will be reduced by 6.40% in 2018. The 2018 cancellation of Hoopla, a streaming service, accounts for the majority of the reduction. This will equate to a materials budget at 11% of the Library's operating budget.

#### Draft Proposed Capital Projects

Capital Fund Transfer – Discussion ensued about the annual transfer. Ms. Chesbro noted some items that were originally in the capital fund should not have been and are now in the general fund.

Ms. Lomax noted the sustainable funding cycle will ensure operations and capital are sustainable and show the Library's plan to set aside for capital items in the future. Ms. Chesbro noted the new structure will allow the Library to compare with other like libraries and be better able to benchmark.

#### 2018 Budget Documents: Budget Narrative and Tables & Charts

Mr. Jo asked the Board for feedback on the Budget Narrative and the Tables and Charts, which would be updated as needed throughout the year.

The Board approved of the more concise format, noting it would work well for its audience. Ms. Lomax noted the celebration of the Library's achievements and awards, along with efficiencies demonstrating good stewardship of the taxpayers' dollars, would be captured in the annual report.

## PUBLIC HEARING: 2018 DRAFT BUDGET OF REVENUE AND EXPENDITURES

*Ms. Albers moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2017 property tax levies for collection in 2018. Ms. Butler seconded the motion and it passed.*

Chair Allen then asked if there was anyone in the audience who wished to comment on the 2018 budget.

There being no further comments, *Ms. Albers moved to close the public hearing on the 2018 budget of estimated revenue and expenditures. Ms. Butler seconded the motion and it passed.*

## UNFINISHED BUSINESS (CONTINUED)

#### Resolution 2017-11: To Request Highest Lawful Levy and Levy Certification

*Ms. Albers moved to approve Resolution 2017-11: To Request Highest Lawful Levy and Levy Certification. Ms. Butler seconded the motion and it was passed.*

#### Resolution 2017-12: To Set Wages and Benefits for Non-Represented Employees for 2018

*Mr. Jenkins moved to approve Resolution 2017-12: To Set Wages and Benefits for Non-Represented Employees for 2018. Mr. Jones seconded the motion and it was passed.*

**Strategic Plan Focus Area – Community** - Interim Customer Experience Director Jaime Prothro and Customer Experience Manager Joy Kim shared a presentation on the focus area of Community.

Each branch will be establishing programs around Community. The four areas of emphasis include: Partnerships, roles of the library, programming efforts and volunteerism

Ms. Prothro noted Pierce County Makerfest was a success. 50 exhibitors and 1400 visitors attended the event.

## NEW BUSINESS

**2018 Schedule of Regular Meetings** – Ms. Butler moved to accept the 2018 meeting schedule as corrected to reflect the November 14 meeting. Mr. Jenkins seconded the motion and it was passed.

2018 traveling meetings will be held at the Gig Harbor, South Hill and Buckley Libraries.

**2018 Board Calendar of Work** – Ms. Lomax reviewed the summary of major work and asked the Board for their feedback on the 2018 Calendar of Work.

**Library Priorities** – Ms. Lomax reported she, Mr. Carrell and Ms. Getchell would be presenting more detail on the process in the early part of 2018. She noted the results of the public opinion poll will be shared in an upcoming meeting. The Trustees will also receive training on elections in 2018.

## OFFICERS REPORTS

**ULC Innovations Award** – Ms. Lomax and Ms. Green attended the Urban Library Council's Annual Forum. Ms. Lomax thanked the Board for the investment they made in developing leaders through the Leadership Academy. The Board congratulated the Library on the award.

## EXECUTIVE SESSION

There was no Executive Session.

## ANNOUNCEMENTS

There were no Announcements.

## ADJOURNMENT

The meeting was adjourned at 5:17 pm on motion by Mr. Albers, seconded by Mr. Jones.

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Georgia Lomax, Secretary

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Rob Allen, Chair